

**Stevens County Conservation District
232 Williams Lk Rd
Colville, WA 99114**

Position Description

Title: Natural Resource Technician (Water Quality, BMP implementation)

Stevens County Conservation District promotes wise use of the county's natural resources through water quality monitoring, watershed management planning, farm/conservation planning, implementation of appropriate Best Management Practices, and an active public information and education program.

Employment will be regular full-time, scheduled to work forty (40) hours per week. May require some night and weekend work with no overtime available. Position will be eligible for the District's benefit package, subject to the terms, conditions, limitations and eligibility requirements of each benefit program.

Salary offered will be \$26,000 to \$36,000 depending upon qualifications and experience.

Employment with the District is terminable at will. An employee may be terminated at any time with or without cause and with or without notice, subject to applicable state and federal laws. Employment is at the discretion of the Board and contingent upon factors determined by the Board including, but not limited to, available funding, job performance, changes in program direction, or organization.

Duties and Responsibilities:

General

Duties will be performed in the Stevens County Conservation District office located at 232 Williams Lake Road in Colville as well as at various meetings and locations, including schools and outdoor settings. Attendance at some evening and weekend meetings will be required.

A high degree of confidentiality, along with diplomacy is required.

Applicants selected for interviews must agree to a Washington State Patrol criminal history information check, an abstract of driving record check, and submit written authorization to contact a minimum of three references.

Know, and comply with, the District's Personnel and Risk Management Policies.

Duties and Responsibilities:

Specific

- Promote and manage a cost-share program for the implementation of Best Management Practices (BMPs).
- Work with landowners and land managers in the development of natural resource conservation plans.
- Assist in the design and installation of (BMPs) such as off-channel watering systems, riparian revegetation projects, and streambank stabilization projects while working with contract engineer and representatives of the Natural Resources Conservation Service (NRCS).
- Coordinate projects with landowners and the appropriate agencies.
- Prepare permit applications and documents necessary for conservation projects.
- Participate in public forums to inform and educate the public, including elected officials, and agency representatives.
- Develop and implement an information and education plan for disseminating information to the general public with particular emphasis given to local school children of all ages.
- Develop and implement water quality and quantity monitoring efforts, including gathering data, analyzing data, and summarizing data for presentation in reports, to agencies, and to the general public.
- Prepare and maintain water quality field equipment.
- Develop natural resource project grant proposals.

Competence in

- Project management
- Report writing
- Natural Resource inventories
- Instream flows
- Group facilitation

Relationships:

Promote and maintain effective relationships and partnerships with District Board of Supervisors, District staff, federal, tribal, state, and local governmental agencies and private entities and associations, private landowners, general public, state and federal legislators, the Washington State Conservation Commission, Washington Association of Conservation Districts, the Northeast Washington Area Association of Conservation Districts, and other natural resource agencies.

Supervision:

The District Administrator supervises this position with technical guidance provided by the Water Quality Coordinator.

Performance Review:

The District Administrator will conduct a 90-day and a 180-day review. Annual reviews will be conducted in the month of December. The District Administrator and District Supervisors shall conduct reviews. The evaluations will be discussed with the employee, documented, and placed in the employee's personnel file. The Board of Supervisors in Executive Session shall review the employee evaluation. The performance review is an overall evaluation of the employee's performance. It will be the basis of any pay increases granted by the District Board.

Qualifications:

Required

Must be honest in word and deed and treat everyone with courtesy, dignity, and respect.

Must be able to work independently with minimal supervision and as a member of a project team.

Must be able to multitask and adapt to new situations.

Must be competent in reading, writing, speaking, hearing, and understanding the English language.

Must have effective written and oral communication skills to make presentations to groups of all ages and levels of knowledge, write reports, and facilitate group meetings.

Must be able to interact with landowners, teachers, students, federal, state and local government agency representatives and the general public.

Must be able to clearly express thoughts to others and exchange information precisely through face-to-face, telephone and written formats.

Must be able to conduct repetitive motions, and lift and/or move objects weighing up to seventy-five pounds, standing, stooping, sitting for long periods of time, carrying field equipment, wading streams, climbing steep slopes, climbing over logs and through brush, crossing fences safely, and encountering wildlife and domestic animals.

Must have a minimum of AAS degree in natural resources management, environmental science, agriculture, forestry, watershed management, or other related field plus four years experience. Four years of relevant experience may substitute for education.

Natural Resource Tec. Planner/Water

Must have a working knowledge of the principles of natural resource management, production agriculture and forestry, wildlife, and water quality issues including TMDL.

Must have a working knowledge of water resource monitoring, data collection, management and analysis.

Must have knowledge of soil and water conservation principles including soil erosion control and water quality improvement methods.

Must have computer skills including Windows XP operating systems, Outlook, MS Word, Excel, Access, and ArcMap.

Have, or be able to obtain, a valid Washington State drivers license.

Qualifications:

Desired

Knowledge of local natural resource conditions, watershed hydrology, land use practices, public concerns and regulatory issues.

Experience with NRCS, RMS, Conservation Planning and SWAPA.

Familiarity with local, state and federal natural resource and planning regulations, legislation and structure.

Experience in promoting the sustainable use of natural resources.

Knowledge of, or experience with, Washington State procurement and contracting procedures.

Experience dealing with state regulatory agencies and private landowners.

Experience with water quality sampling, surveying, and plant, tree, and soils identification.

Experience with crop and livestock production.

Experience in successful grant writing.